

Pole Banner Application



**DEVELOPMENT
SERVICES
DEPARTMENT**

Submit to Encroachment@raleighnc.gov and in person to: Encroachment Program, One Exchange Plaza St. 500, Raleigh NC 27601

FOR OFFICE USE ONLY	APPROVAL DATE:		EXPIRATION DATE		
APPLICANT INFORMATION					
Name of Organization					
Contact Person					
Address					
Description/Nature of Organization					
Email					
Telephone number					
Signature			Date		
EVENT INFORMATION			BANNER REQUEST		
Name of Event		Installation Date	Removal Date		
Purpose of Event		Number of Banners			
Date and Duration of Event		Size of Banner			
INSTALLATION COMPANY					
Company Name					
Address					
Contact Person					
TO BE COMPLETED BY APPLICANT					
					YES
					NO
					NA
INITIAL APPLICATION PACKAGE (requires yearly renewal)					
Pole Banner Application completed and signed					
Application Fee - \$300.00 (must be renewed yearly)					
Maintenance Security in form of Revolving Bond, Escrow, or Letter of Credit - \$700.00					
Location of poles and map of Business Improvement District with verification from City Planning Department					
Signed maintenance agreement between organization and installation company					
Approval letter from utility pole owner for installation on the pole(s)					
Approval letter from NCDOT for banner(s) installed on a State maintained road					
Right-of-Way Performance Bond (\$5,000.00 max.)					
General Liability Insurance (\$300,000.00)					
BANNER INFORMATION (must be submitted at least 10 business days prior to placement)					
Electronic copy of the banner (design must meet the specifications outlined on the check list for encroachments), submit to encroachment@raleighnc.gov					
Pole location for new banner placement					